

Town of Ellington Position Description

TITLE:	Deputy Tax & Revenue Collector	STATUS:	Non-Exempt
DEPARTMENT:	Tax Office	CLASSIFICATION:	
SUPERVISED BY:	Tax & Revenue Collector	BARGAINING UNIT:	White Collar

OBJECTIVES

Under the supervision of the Tax & Revenue Collector, provides technical and administrative assistance in the billing, collecting and crediting of taxes, refuse charges, sewer user charges and assessments and related billings and charges; assumes responsibility of the office in the absence of the Tax & Revenue Collector. Assists in coordinating services of the Tax Department and the Water Pollution Control Authority.

ESSENTIAL FUNCTIONS

Assists in the preparation of tax information for processing of tax bills by service firm; receives, posts, and reconciles payments by computer entry in an automated tax collection system; maintains financial records, including receiving and crediting of taxes, and any special assessments or charges; assists Tax & Revenue Collector in preparing required reports for the Boards of Selectmen and Finance Officer/Treasurer, and to state and federal agencies.

Receives and reconciles general fund money; reconciles tax receipts; prepares bank deposits and cash-outs.

Maintains and updates escrow accounts and real property transfers.

Answers telephone inquiries regarding tax payments or delinquents, calculates interest and advises taxpayers.

Prepares and distributes tax bills, delinquent notices and adjusted tax bills; deposits funds; prepares monthly reports to reconcile with Tax & Revenue Collector's reports.

Performs supplemental billings on motor vehicle and real property throughout the fiscal year; prepares and processes tax warning notices; prepares and files lien certificates and lien releases, as appropriate; reports information on delinquent taxpayers to the State Department of Motor Vehicles on a regular basis.

Operates automated cash register to register and receive, validate and post payments.

Performs arithmetic computations, requiring absolute accuracy in examining, verifying and correcting tax and interest amounts.

Attends counter, utilizing validator to collect cash; issues receipts.

Provides information and assistance to attorneys, banking officials and general public, including information on State tax laws, how the tax amounts are calculated and how interest accrues.

Assists, assigns and trains employees as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to prioritize work.

Knowledge of tax assessment policies and procedures.

Working knowledge of regulations, ordinances and statutes affecting tax and water pollution control matters, land records and related legal instruments.

Knowledge of modern office equipment, practices and procedures.

Knowledge of accounting and financial record keeping.

Must have ability to balance worksheets and cash controls.

Must be proficient in use of a computer with an automated tax collection application, utilities applications, and Microsoft Office products primarily in Excel and Word and database software applications.

Demonstrated ability to perform data entry application, using computer systems, with speed and accuracy.

Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.

Ability to establish good working relationships with other employees and the public.

Ability to explain tax policies and procedures to the general public.

Ability to collect data as directed.

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Ability to enter and retrieve information in an automated system.

Ability to train, lead and assign work to clerical staff.

Ability to maintain confidentiality.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer, cash register, adding machine, copy, fax and postage machines, calculator and standard office equipment.

REQUIRED PHYSICAL EFFORT

Must be able to work in office environment including exposure to computer screen and other office equipment. Must be able to stand for considerable amount of time during collection periods. Must be able to lift and carry rate books and computer paper. Must be able to withstand periodic significant amount of stress involving public contact and pressure to perform tasks that have deadlines.

REQUIRED QUALIFICATIONS (Minimum)

Associate's Degree in Accounting plus 1-2 years of experience in accounting work, or equivalent combination of education, training and experience.

SPECIAL REQUIREMENTS

Certification as a Municipal Tax Collector or the ability to become certified.

Must be bondable.

BOS Approved: 06/27/88
BOS Revised: 03/20/95
BOS Revised: 10/19/98
BOS Revised: 11/15/04